

SARA BETTSWORTH

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I am an experienced senior business leader and HR professional (FCIPD, Masters HRM & ILM7 Executive Coach) who loves the variety of working with different organisations, large or small, in a multitude of capacities. I have previously worked in automotive, pharmaceutical, life sciences/high-tech, healthcare, motorsport, engineering, transport and retail industries. I've held a variety of consultancy, interim and permanent roles up to Global Director level with businesses based in the UK some with a European or global remit.

I am commercially focused, pragmatic, personable, fun and results orientated. I pride myself on building excellent working relationships at all levels. I can quickly and accurately identify the key priorities, deliver requirements and gain credibility within an organisation. I always look to improve processes and bottom-line performance.

SIGNIFICANT ACHIEVEMENTS:

- Strategic business planning facilitation to improve or scale up businesses
- Doubled the size of the global workforce recruiting circa 250 scientific, professional and technical roles within 18 months
- Received a world-wide recognition award for major volume recruitment campaign in the UK
- Designed and delivered assessment and development centres
- Bespoke leadership fundamentals and other training programmes designed and delivered across various organisations
- Successfully delivered small and large scale restructuring programmes retaining key talent with no adverse impact
- Set up HR in several start-up businesses
- Coached, mentored and developed people in new or existing roles including individual and large-scale career transitioning. Mentored those new to the world of work
- Designed and delivered several HR and OD strategies and tactics to meet business requirements
- Delivered various bespoke performance management systems and behavioural frameworks
- Successfully transferred an on-line retail company's warehouse staff to a new location retaining resource through peak sales period with no adverse impact to the business
- Carried out research on behalf of the UK automotive industry on the current and future skills and job requirements. Published in February 2016
- Reduced employee turnover from 46% to 22% resulting in savings of over £1 million

RECENT CAREER HISTORY:

Oxford Nanopore Technologies Plc – Jul 2017 to Mar 2022

Global Life Sciences High Tech business that provides DNA/RNA sequencing in real time.

Jan 2020 – Mar 2022

Director, Global Organisational Development

Responsible for strategic and operational organisational development globally for circa 650 employees. Team of 9 people focusing on L&D, Talent Acquisition, HRIS, business infrastructure and OD. Supported the organisation's growth and its transition to a Plc.

- Facilitated Strategic Business Planning and Process Mapping for all senior leaders cross-company
- Set up a new Diagnostics division including developing the structure and facilitating several workshops such as Effective Team Building/Working and Vision, Culture & Core Values
- Facilitated a Company-wide organisational shake-down to ensure departments aligned to business focus
- Introduced LinkedIn Learn and Recruit
- Coached and mentored several senior business leaders
- Introduced a new annual and quarterly resource planning process to aid ongoing high volume of recruitment

- Designed and delivered the Fundamentals of Leadership training modules and bespoke learning for specific functions as required
- Developed a 5-year plan for the business focusing on Talent Acquisition; Business Infrastructure and Learning & Development
- Continued to build out of the 5 year HRIS plan with introduction of the Learn and Compensation modules
- Grew the OD team from 2 to 9 people as the business expanded
- Introduced a new Performance Management process
- Designed/delivered a 3-day Effective Engagement/Communications and Team Working workshop for the China team
- Completed a policy overhaul to ensure compliance and PLC readiness
- Presented the Diversity & Inclusion proposed plan
- Developed plans for the transfer of staff from a remote site to headquarters

Feb 2019 – Dec 2019

Interim UK HR Operations Director

Responsible for strategic and operational HR – 400 employees, HR Team of 4. Supporting the global infrastructure projects for HR and the business as it expands; coaching and supporting the Global HR Director; and other senior leaders. Facilitating strategic business planning and teamworking workshops.

- Delivered all aspects of HR, L&D and OD for the UK
- Migrated staff to the new manufacturing facility
- Recruited experienced HRBP and replaced UK HR Ops Director.
- Supported the Global HRD to set up the world-wide organisation.
- Supported and advised the CEO and Global HRD on people matters
- Coached and Mentored the HR Director; 2 x HRBPs; Ops Director and Sales Director and other business leaders
- Designed and facilitated of strategic business planning sessions for various functions within the Company
- Designed and delivered fundamental leadership training modules
- Consolidated and delivered the fundamentals training into a 3 day workshop for the USA
- Directed the implementation of the Global HRIS project

Jul 17 – Jan 2019

Interim Senior HR Consultant

Supporting the global infrastructure set up of the business as it expands; supporting the HR Director and team; coaching and mentoring senior leaders and facilitating strategic business planning workshops.

- Supported and advised the CEO on people matters
- Coached and Mentored the HR Director; Ops Director and Sales Director and other business leaders
- Designed and facilitated strategic business planning sessions for various functions within the Company
- Designed and delivered fundamental leadership training modules
- Advised on global HR organisational design / structure and set up
- Designed and delivered of assessment / development Centres for leadership development / selection
- Selected and implemented a Global HRIS
- Sourced global providers for employee background checks; employment law; and recruitment

Bladon Jets UK Ltd - Aug 16 to Mar 17 and Jul to Dec 17

Pre-revenue / privately funded engineering design and development company manufacturing micro gas turbine generators.

Interim Head of HR

Responsible for strategic and operational HR – 67 employees. Stand-alone role reporting to the Chief Executive Office and Chairman of the Board, part of the Leadership Team.

- Advised the Board and executive team on organisational design and HR related matters.
- Developed in conjunction with the leadership team the optimal organisational structure required for the business.

- Hired 25 critical leadership, technical and support roles to help with the growth, infrastructure and future demands of the business. Responsible for all recruitment including negotiation of T&Cs with agencies; direct recruitment; and selection methods.
- Set up HR from scratch including introduction of various processes and policies to cover the employee life cycle.
- Recruited permanent replacement.
- Tried and consulted with employees to change working hours.
- Developed new Performance Review process.
- Introduction of new Staff Handbook.
- Creation of detailed handover/business continuity documentation for incoming Head of HR including improvement suggestions
- Carried out all aspects of HR generalist activities including the handling of a complex ER situation.
- Coached and advised managers on how to handle all different types of situations that arose.
- Created HR Strategic Plan and KPIs for business
- Coached and mentored Team Leader in fundamentals of management.
- Due-diligence of personnel files ensuring that all documentation meet the required legislative requirements.

Jan – Jun 2016

Interim HR Manager – Samson Materials Handling Ltd (£8m Design Engineering business making bulk material handling equipment) part of the Aumund Group. Responsible for strategic and operational HR – 48 employees. Stand-alone role reporting to the Managing Director and part of the Leadership Team.

- Hired 12 critical technical and commercial roles to support turnaround and growth of business.
- Organised, co-designed and part-facilitated a two-day Process Mapping Workshop to fully understand and optimise business efficacy and address immediate critical business issues.
- Harmonisation of Terms and Conditions of Employment and introduction of new Staff Handbook
- Presentations and board reports for Management and All Employee Meetings
- Handover with outgoing HR Manager and creation of detailed handover/business continuity documentation for incoming HR Manager including improvement suggestions
- Carried out all aspects of HR generalist activities including monthly payroll (stand alone role)
- Coached and advised managers on how to handle all different types of situations that arose
- Created HR Strategic Plan and KPIs for business
- Developed and delivered Customer Service/International Team Leader training for Site Services
- Identified potential new Benefit schemes to introduce and looked at Benefit cluster packages to save on costs
- Responsible for ISO9001 / Health & Safety

Nov 2014 – Dec 2015

Interim HR Consultant – Automotive Industrial Partnership (joint government/industry £30 million skills project). Reporting to the CEO of the SMMT Industry Forum.

- Designed, developed and published UK research report on behalf of the automotive industry <http://www.automotiveip.co.uk/wp-content/uploads/sites/7/2016/02/UK-Automotive-Industry-Jobs-and-Skills-Report-2.pdf>
- Developed an industry standard career job framework for the UK automotive sector which included defining the job families, sub families, job codes and generic job descriptions providing a clear career progression and a common language to be used across all OEMs/supply chain businesses
- Researched the current and future skills required to help grow the automotive industry. This information helped inform the Automotive Industrial Partnership and Automotive Council where to strategically prioritise and invest to address the future skills challenge.
- Designed and developed quantitative and qualitative structured interview questionnaire and on-line survey/database to gather and analyse data.
- Managed a small full-time team of consultants and a larger group of industry/government project team members to deliver project outputs.
- Presented and worked with the AIP Board, government and industry to deliver project outputs utilising standard project tools such as Charter documents; Dashboards and GANNTs.

- Worked with legal counsel to ensure compliance to data protection, confidentiality and anti-competition laws to protect individual company submissions and to develop an aggregated communication and sharing protocol.
- Developed the national and regional top 10 current and future jobs/skills requirements across the industry including statistical validation and normalisation of data.

Sept 2014 – Nov 2014

Interim HR Manager – Private Care Homes Client

Reporting to the CEO.

- Covered all aspect of HR until the new HR Manager arrived.
- Carried out an HR audit of all personnel/training records, policies and contracts across 5 newly acquired care homes.
- Conducted internal/external wage comparison analysis and developed a proposed remuneration structure.
- Provided full handover including gap analysis and recommendations to the new HR Manager and CEO.

Sept 2013 – Sept 2014

HR Interim and Project Work – Bettsworth HR Limited

Provides HR support to organisations on a temporary/interim basis.

- HR Audit of contracts, personnel records and policies.
- TUPE and due-diligence for the potential merger of two small digital/sales businesses.
- Designed the HR strategic approach for the merged businesses moving forward.
- Executive search for Finance Manager for medical devices client.
- Designed five 1-day training modules on people management for various clients
- Developed Company Handbook and policies for multiple companies
- Designed Management Development Assessment Centre
- Executive coaching for various senior management
- Designed effective team working event for a new senior management team.
- Psychometric and aptitude testing for recruitment consultants.

QUALIFICATIONS:

2014	ILM7 Executive Coaching & Mentoring Course	Portfolio/Warwick University
2008	Masters, Human Resources Management	De Montfort University
2000	Fellow of the Chartered Institute of Personnel Development	CIPD
1997	Graduate, IPD	University of E. London

TRAINING:

2016	Process Map Workshop	SMMT IF
2012	Thomas Profiling	Thomas International
2009	Myers Briggs (MBTI) Certified	OPP
2009	PRINCE2 (Project Management)	IXL Group Plc
2008	Strategic HR	IMD Switzerland
2007	Assessor Training	SHL/CEB
2006	360 Degree Feedback Coaching	Personnel Decisions Incorporated
2002	Business Process Training	Cranfield Management School
2001	General Management Programme	Cranfield Management School
1992	SHL Occupational Personality Questionnaire Tester	SHL
1990	SHL Aptitude Testing	SHL

INTERESTS: Walking; walking netball; footy; socialising with friends/family; swimming; writing, jewelry making and art/photography.

CAREER HISTORY SUMMARY:

Feb 2012 – Aug 2013 Director of HR – Bard Pharmaceuticals Ltd

July 2011 – Feb 2012 Interim Recruitment Manager – Formula One Client

Oct 2010 – Jun 2011 Coach and Search Consultant – Engineering, Pharmaceutical and Retail Clients

Jun 2010 – Sept 2010 Interim HR Change Manager – Retail Client

Nov 2009 – Jun 2010 Interim HR Manager – Global Healthcare Client

Jul 2009 – Nov 2009 Developed www.whatsnextforme.co.uk career advisory website and service

Apr 2009 – Jun 2009 Career Transition Consultant – Formula One Client

Feb 2008 – Mar 2009 HR Consulting for various businesses

Aug 2004 – Jan 2008 Head of HR – UK / European HRBP Lundbeck Pharmaceuticals

May 2003 – Jul 2004 Based in France whilst husband carried out overseas assignment.

Sept 1999 – May 2003 Human Resources Manager – MediSense UK Ltd (part of Abbott Laboratories)

Jan 1997 – Jul 1999 Group Personnel Manager - BTR Automotive (Trelleborg then Invensys)

Mar 1996 – Dec 1996 Training & Development Manager – West Midlands Travel Limited

Apr 1994 – Mar 1996 Personnel & Training Manager – Aston Martin Lagonda Ltd

Sept 1983 – Apr 1994 Various HR professional and administrative roles - Ford Motor Company.